



DNRC Reimbursement Requirements

Most DNRC Grants are REIMBURSEMENT ONLY. When a grant Recipient or Subrecipient (Grant Recipient) signs a Grant Agreement with DNRC, it agrees to submit documentation of eligible grant expenses **it has incurred** to receive reimbursement from DNRC ([see DNRC Grant Agreement, Section 7](#)). This requirement applies to any DNRC grant awards, including awards for ARPA Competitive Grants, Minimum Allocation Grants, Irrigation Grants, Regional Water Authority Grants, Renewable Resource Grants (RRGL) and Reclamation Development Grants.

Reimbursement Request Package

Reimbursement requests must include:

- ✓ PROGRESS REPORT
- ✓ VENDOR INVOICE
- ✓ SUPPORTING DOCUMENTATION
- ✓ UNIFORM BUDGET AND STATUS OF FUNDS TRACKER

PROGRESS REPORTS must be submitted at least every quarter ([see DNRC Grant Agreement, Section 8](#)). Progress Reports and Reimbursement Requests are submitted on the same form via Submittable. If you do not see an editable Progress Report/Reimbursement Request form in your grant account in Submittable, reach out to your DNRC Grant Manager.

REIMBURSEMENT PACKAGE

The reimbursement package **MUST** include the following:

- ✓ **VENDOR INVOICE**
 - Vendor Invoice ([PDF](#)), or
 - Excel Version in the Uniform Budget Tracker ([link](#))
 - Vendor Invoice Instructions ([PDF](#))
- Vendor Name and Address (Grant Recipient)
- DNRC Grant Agreement #
 - Multiple grants for the same project require a vendor invoice for each grant.
- Period of Performance
- Description of Expenses
 - Detailed list of invoices, name and invoice #
 - Description of tasks matching the grant agreement budget
 - Notes about split or partial invoices
- Amount of reimbursement requested and grand total reimbursement
- Vendor Signature
 - AUTHORIZED OFFICIAL¹ Signature
 - AUTHORIZED OFFICIAL Title
 - Date

¹ Who is the “AUTHORIZED OFFICIAL”?

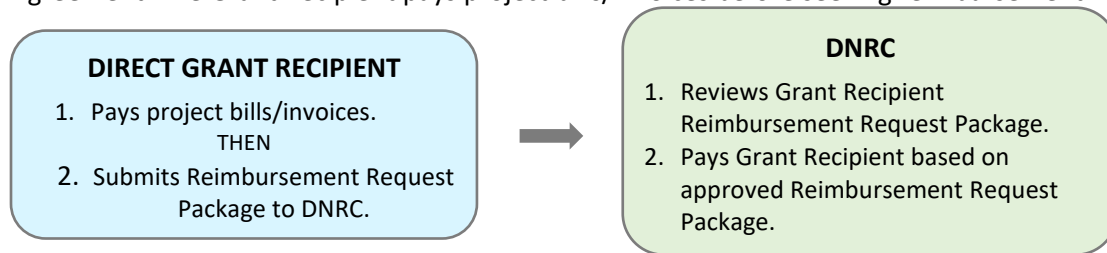
AUTHORIZED OFFICIAL: Individual with the authority to enter into a legal agreement with DNRC. DNRC REQUIRES that the grant awards and reimbursement forms be signed by an authorized representative of the local government entity (for example, the mayor for a town or a commissioner for a county). These forms cannot be signed by a different representative (for example the town clerk), even if that representative has signing authority within the local government. Please include the title of the authorized representative on all forms.

- ✓ **SUPPORTING DOCUMENTATION**
 - Contractor or Supplier Invoices
 - Date work completed
 - Detailed list of work or equipment included
 - Invoice numbers and invoice dates
 - Subcontractor invoices
 - Grant Administration Invoices or Timesheets/Journals of Expenses²
 - Names of personnel
 - Date, hours worked and rate
 - Description of work completed specified to the project
- ✓ **UNIFORM BUDGET AND STATUS OF FUNDS TRACKER:** Update all tabs to match reimbursement request.

General Reimbursement Request Processes

Scenario A: Standard Reimbursement Request

DNRC has one Grant Recipient. The Grant Recipient is the entity with which DNRC has a signed Grant Agreement. The Grant Recipient pays project bills/invoices before seeking reimbursement from DNRC.



Standard Process

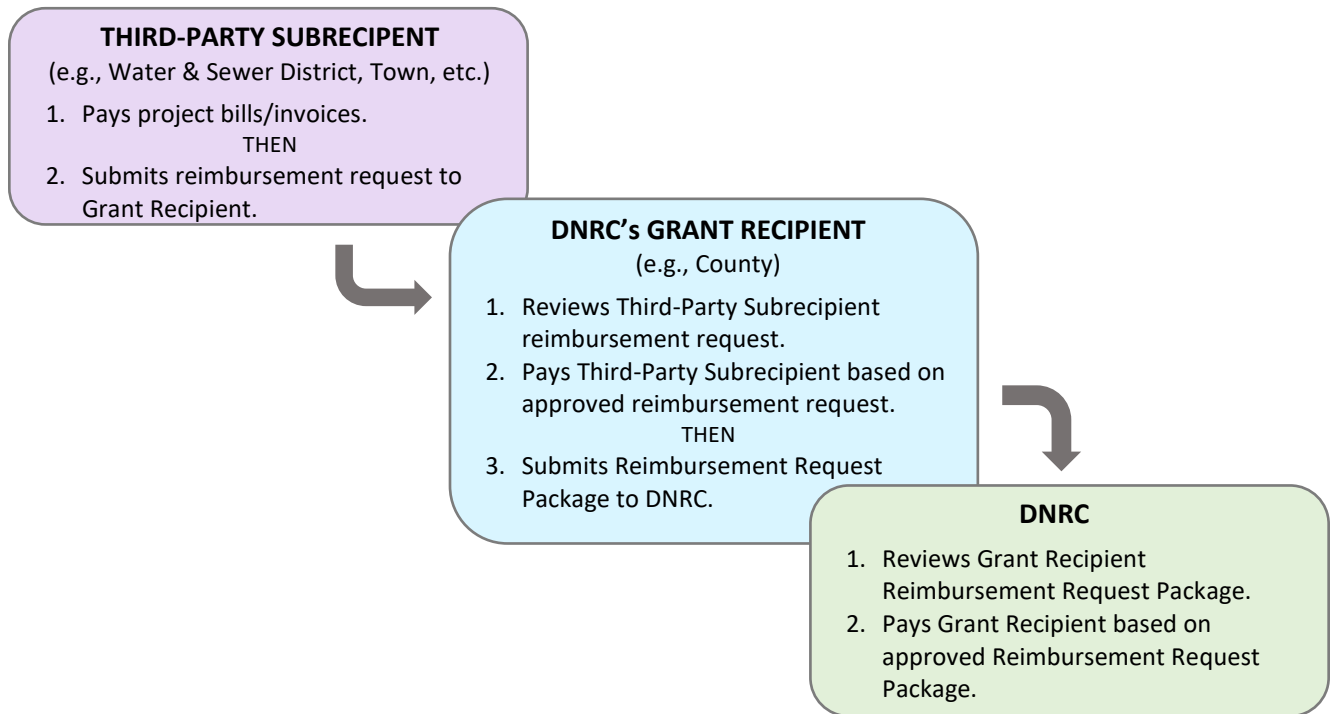
1. **Grant Recipient pays project bills or invoices.**
2. **Grant Recipient submits Reimbursement Request Package to DNRC.**
3. **DNRC reviews Reimbursement Request Package, provides comments.**
4. **Once approved, DNRC reimburses the Grant Recipient based on the approved Reimbursement Request Package.**

² DNRC only reimburses DIRECT COSTS. Direct Costs are those costs which are allowed to be reimbursed under the grant agreement and which can be identified specifically with a particular award and accounted for separately with a high degree of accuracy.

DNRC cannot reimburse INDIRECT COSTS which are those costs incurred by the awardee in support of general business operations, but which are not attributable to a specific funded project. This includes administration charges as a percentage of the grant.

Scenario B: Reimbursement Request Process with a Third-Party Subrecipient (NOT ELIGIBLE IN ALL GRANT PROGRAMS)

DNRC has one Grant Recipient passing grant funds to a Third-Party Subrecipient. The Grant Recipient is the entity with which DNRC has a Grant Agreement. The Third-Party Subrecipient is the entity with which DNRC's Grant Recipient has an MOU or Agreement to perform and/or oversee project work (Conservation District, Water & Sewer District, town, etc.). The Third-Party Subrecipient pays project bills/invoices before seeking reimbursement from DNRC's Grant Recipient; DNRC's Grant Recipient pays the Third-Party Subrecipient before seeking reimbursement from DNRC.



Third-Party Subrecipient Process

- 1. Third-Party Subrecipient pays project bills or invoices.**
- 2. Third-Party Subrecipient submits Reimbursement Request to DNRC's Direct Subrecipient.**

Documentation should meet Grant Recipient's requirements but must include:

 - a. Payment Request Overview (from Third-Party Subrecipient to Grant Recipient)
 - o Signed, dated letter or invoice summarizing the request and itemizing expenses included in request
 - b. Supporting Documentation
 - o Invoices/Bills Paid
 - o Proof of Payment
 - o Applicable Procurement Documentation
 - o Uniform Status of Funds and Invoice Tracker Spreadsheets (if desired)
 - o Other Documentation (as required by Direct Recipient/Subrecipient)
- 3. Once approved, DNRC's Grant Recipient reimburses the Third-Party Subrecipient based on the approved documentation.**
- 4. DNRC's Grant Recipient submits Reimbursement Request Package to DNRC.**

Documentation to include:

 - a. Third-Party Subrecipient's Payment Request Overview (from Step 2a above)
 - b. DNRC Vendor Invoice

- c. Progress Report
 - d. Supporting Documentation
 - Invoices/Bills Paid
 - Proof of Payment
 - Applicable Procurement Documentation
 - Other Documentation (as required by DNRC Grant Manager)
 - e. Uniform Status of Funds and Invoice Tracker Spreadsheets (if necessary)
5. **DNRC reviews Reimbursement Request Package, provides comments.**
6. **Once approved, DNRC reimburses the Grant Recipient based on the approved Reimbursement Request Package.**

Request for Relief from DNRC Grant Agreement Requirements

By signing its DNRC Grant Agreement with DNRC, the Grant Recipient agrees to submit documentation of eligible grant expenses **it has incurred** to receive reimbursement from DNRC ([see DNRC Grant Agreement, Section 7](#)). DNRC may consider granting a Grant Recipient relief from this requirement on a limited, case-by-case basis. To request relief from this Grant Agreement requirement, the Grant Recipient must submit a formal justification letter to DNRC with its Reimbursement Request Package.

Justification Letter Requirements for Seeking Relief from Terms of DNRC Grant Agreement

1. Letter must be on Grant Recipient letterhead, dated, and signed by the Grant Recipient AUTHORIZED OFFICIAL.
2. Letter body must:
 - a. Clearly identify from which Section of the DNRC Grant Agreement the Grant Recipient is seeking relief.
 - b. Clearly identify which expenses on the DNRC VENDOR INVOICE the Grant Recipient has yet to pay (if seeking relief from the DNRC Reimbursement Requirement).
 - c. Provide detailed justification about why the Grant Recipient is seeking relief from the terms of its DNRC Grant Agreement ([see DNRC Grant Agreement, Section 7](#)). The Grant Recipient must demonstrate a true need for relief from the terms of its Grant Agreement.
 - *Example Unacceptable Justification: Seeking relief from the DNRC Grant Reimbursement Requirement because the Grant Recipient's standard/preferred process is to receive grant funds before paying its Third-Party Subrecipient.*
 - d. Include statement about the Grant Recipient's schedule to reimburse the Third-Party Subrecipient upon receipt of the DNRC payment.

If DNRC approves a Request for Relief from the DNRC Reimbursement Requirement:

1. Within 7 days of receipt of the funds from DNRC, the Grant Recipient must pay the Third-Party Subrecipient.
2. Within 10 days of receipt of the funds from DNRC, the Grant Recipient must provide the DNRC with documentation of its reimbursement to the Third-Party Subrecipient.

STATE OF MONTANA VENDOR INVOICE	<ul style="list-style-type: none"> • VENDOR RETURNS SIGNED ORIGINAL • FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.
VENDOR'S NAME AND ADDRESS	BILLED TO
Step 1: Vendor Name and Address Write the name and address of the grant recipient in this space. This address should be the same one used for accounting	DNRC-CARDD PO Box 201601 Helena, MT 59620-1601
	Attn Grant Manager: _____

PROJECT INFORMATION:

Grant Agreement Number:	Project Title:
Period of Performance:	Reimbursement Request Number:

Step 2: Project Information

Enter the grant agreement number (e.g. RRG-12-3456), project title (e.g. Stream Restoration), period of performance (time invoices cover) and reimbursement request number (the number of times reimbursement has been requested from DNRC). Include the grant manager name above.

DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:

Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)	Amount

Step 3: Description of Expenses

This part of the vendor invoice should read like a table of contents to the invoices submitted for reimbursement. List the invoices by business/vendor name and invoice number. Use one line per invoice. Include the dates of service or date of invoice. Identify the budget category or task name and description from the Attachment B Budget of your grant agreement that the invoice will draw funding from. The amount should be the amount to be reimbursed by DNRC. The grant total should be the sum of invoices listed above.

	GRAND TOTAL
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STATE USE ONLY APPROVED FOR PAYMENT		<i>I certify that this invoice is correct in all respects and that payment has not been received.</i>	
Authorized Signature		Authorized Recipient Name	Step 4: Vendor Signature Have the grant recipients authorized representative sign and date this form. This should be the person whose name and signature is on the grant agreement or who has been identified to DNRC as a designated signatory.
		Date Processed	
Date		Authorized Recipient Signature	
		Title	

